

Equality Analysis (EIA) Form

A) Description

Name of service, function, policy (or other) being assessed

HR – HR business partnering, payroll and recruitment.

Directorate or organisation responsible (and service, if it is a policy)

HR&OD, Hoople Ltd

Date of assessment

11.03.21

Names and job titles of people carrying out the assessment

Tracey Sampson, Assistant Director, People

Accountable person

Tracey Sampson, Assistant Director, People

What are the aims or main purpose of the service, function or policy? What does it provide and how does it provide it?

The service provides HR, payroll and recruitment services to Herefordshire council. Its primary function is the completion of all transactional processes for payroll, recruitment and DBS including the updating of HR information, which cannot (currently) be done electronically by managers.

The service also provides:

- expert advice
- recruitment agency services
- schools statutory services
- casework and case management
- consultancy
- data management and reporting.

Location or any other relevant information

HR business partnering, payroll and recruitment are delivered from Nelson

List any key policies or procedures to be reviewed as part of this assessment.

None

Who is intended to benefit from the service, function or policy?

Herefordshire council benefits from the HR, payroll and recruitment service

Who are the stakeholders? What is their interest?

The key stakeholders are:

Herefordshire council managers – receive a service
Herefordshire council staff – receive a service
Potential candidates for vacancies in Herefordshire council – receive a service
School leaders and staff – receive a service

Trade unions – their members receive a service

Hoople staff – employed by the service provider

Hoople Board – responsible for the company

EMT and SMT – responsible for service delivery

B) Partnerships and Procurement

If you contract out services or work in partnership with other organisations, Herefordshire Council remains responsible for ensuring that the quality of provision/delivery meets the requirements of the Equality Act 2010, ie.

- Eliminates unlawful discrimination, harassment and victimisation
- Advances equality of opportunity between different groups
- Fosters good relations between different groups

What information do you give to the partner/contractor in order to ensure that they meet the requirements of the Act? What information do you monitor from the partner/contractor in order to ensure that they meet the requirements of the Act?

It is a requirement of the Hoople Services Contract that Hoople does not discriminate directly or indirectly or by way of victimisation or harassment against any person contrary to the Equality Act 2010. Where possible in Providing the Services, the Provider co-operates with and assists the council to satisfy his duty under the Equality Act 2010 to eliminate unlawful discrimination and to promote equality of opportunity between persons of different racial groups and between disabled people and other people. Also, where any employee or Subcontractor employed by Hoople is required to carry out any activity on council premises or alongside council employees in any council premises, Hoople must ensure that each such employee or Subcontractor complies with the council's employment policies and codes of practice relating to discrimination and equal opportunities.

Equality and diversity data is available in any format agreed between the provider and Herefordshire Council.

Are there any concerns at this stage that indicate the possibility of inequalities/negative impacts? For example: complaints, comments, research, and outcomes of a scrutiny review. Please describe:

None

C) Information

What information (monitoring or consultation data) have you got and what is it telling you?

Hoople has a current equality and diversity policy. Staff have regular mandatory training in equality and diversity and completion rates are or are expected to be 97%-100%. This indicates that E&D is given an appropriate profile in the organisation.

D) Assessment/Analysis

Describe your key findings (eg. negative, positive or neutral impacts - actual or potential). Also your assessment of risk.

Strand/community	Impact
None	

E) Consultation

Did you carry out any consultation?

Yes No

Who was consulted?

No consultation has been carried out because no changes are being proposed.

Describe other research, studies or information used to assist with the assessment and your key findings.

None – see above

Do you use diversity monitoring categories? Yes No

(if No you should use this as an action as we are required by law to monitor diversity categories)

If yes, which categories?

- Age
 - Disability
 - Gender Reassignment
 - Marriage & Civil Partnership
 - Pregnancy & Maternity
 - Race
 - Religion & Belief
 - Sex
 - Sexual Orientation
-

What do you do with the diversity monitoring data you gather? Is this information published? And if so, where?

Diversity data for the company as a whole is captured and reported to board.

F) Conclusions

	Action/objective/target OR Justification	Resources required	Timescale	I/R/S/J
a)	None			
b)				
c)				
d)				

- (I)** *Taking immediate effect.*
- (R)** *Recommended to Council/Directors through a Committee or other Report*.*
- (S)** *Added to the Service Plan.*
- (J)** *To be brought to the attention of the Equality Manager.*

*Summarise your findings in the report. Make the full assessment available for further information.

NB: Make sure your final document is suitable for publishing in the public domain.